



Department of Energy
Washington, D. C. 20585

December 12, 2002

MEMORANDUM FOR: Program Resource Managers

FROM: Howard G. Borgstrom *H. Borgstrom*
Working Capital Fund Manager (ME-15)

SUBJECT: FY 2004 Projections for the Working Capital Fund

Introduction

This memorandum and its attachments provide guidance and recommendations for the Working Capital Fund components of your FY 2004 Congressional Budget Request, including revised data for FY 2002 and projections for FY 2003.

General

The Working Capital Fund provides a framework for managing certain common administrative services within the Department. An underlying goal is to give program office customers the opportunity, incentive, and information to make cost-effective decisions regarding their use of such services. While the Fund staff supplies customers with good faith estimates of future spending patterns, there are numerous ways in which customers themselves will determine their level of usage. In some cases, customers may choose to acquire services outside the Fund; in other cases, customers may make tradeoffs to expand their use of Fund services in order to reduce other costs, including travel or contractual services.

Because of these opportunities for customer choice, customer organizations are responsible for developing budgets based on their best understanding of their likely future needs. The estimates provided in the attachments are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff.

Methodology and Results

Table 1 summarizes the cost trends by WCF business line, reflecting the use of FY 2002 actual billings to forecast FY 2003 and FY 2004 customer costs for the following businesses:

- Supply
- Copying
- Printing and Graphics
- Desktop Support
- On-Line Learning Center (OLC)

For other businesses, we based our projections on the following:

Mail

On December 11, 2002, the Board adopted a new pricing policy for the Mail business to distribute certain operating cost increases to program organizations on the basis of actual usage factors rather than mail stops. The Mail business line estimates used in this guidance is derived from the Mail Working Group projections for the option adopted yesterday by the Board.

Building Occupancy

The business line manager has been meeting with customer organizations to reach agreement on space allocations and to explain expected charges for FY 2003 and FY 2004 based on GSA rental rates. These projections reflect the documents shared in those discussions, and any questions should be directed to Louis D'Angelo at (202) 586-6080.

Phone Service and Network

FY 2003 estimates are based on FY 2002 actual billings. FY 2004 estimates assume that the Board will adopt a proposal from business line officials to increase infrastructure funding by 3% in FY 2004.

Payroll and CHRIS

In these two cases, the total funding levels remain constant at FY 2002 levels. However, the distribution of these billings among customers is based on actual on-board staffing at the start of FY 2003. While the FY 2003 billings will not change further, the FY 2004 actual billings will reflect on-board staffing levels at the start of that year.

Contract Closeout

Estimates for FY 2003 reflect the work plans negotiated with business line officials. FY 2004 is assumed to be similar to FY 2003.

Attached for your use are the following tables:

Table 1 summarizes the projected billings for all three fiscal years by business line;
Table 2 summarizes the projected billings for all three years by customer organization;
Table 3 reflects FY 2002 actual billings by customer and business line;
Table 4 reflects projected FY 2003 billings by customer and business line; and
Table 5 provides projected FY 2004 billings by customer and business line.

Questions?

Program organizations are encouraged to ask questions or seek clarification. Please feel free to contact Howard Borgstrom (6-5923), Bob Emond (6-3254), Roscoe Harris (6-5527) or any of the business line points-of-contact listed below.

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy; Supplies; Mail; Printing and Graphics; Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Penny Gardner	(301) 903-5413
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	Bob Emond	(202) 586-2354
Online Learning Center	Tanya Lockett	(202) 287-1655

The file used to generate the attached estimates will be available after December 15 on the Working Capital Fund Home Page at <http://www.ma.mbe.doe.gov/wcf>.

WORKING CAPITAL FUND
Table 1: COST TRENDS BY BUSINESS
FY 2004 BUDGET
(\$ IN THOUSANDS)

	FY 2002 ACTUAL	FY 2003 PROJECTIONS	FY 2004 PROJECTIONS
SUPPLY	\$3,298	\$3,298	\$3,298
MAIL	\$2,034	\$2,601	\$2,732
COPYING SERVICE	\$2,026	\$2,026	\$2,026
PRINTING & GRAPHICS	\$3,186	\$3,186	\$3,186
BUILDING	\$56,654	\$57,975	\$62,340
PHONE SERVICE	\$6,776	\$6,766	\$6,926
DESKTOP SUPPORT	\$1,167	\$1,167	\$1,167
NETWORK	\$6,204	\$6,204	\$6,308
CONTRACT CLOSEOUT	\$761	\$754	\$754
PAYROLL	\$3,100	\$3,100	\$3,100
CHRIS	\$2,170	\$2,171	\$2,171
OLC	\$318	\$318	\$318
TOTAL	\$87,693	\$89,565	\$94,326

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WORKING CAPITAL FUND
Table 2: COST TRENDS BY CUSTOMER
FY 2004 BUDGET
(\$ IN THOUSANDS)

	FY 2002 ACTUAL	FY 2003 PROJECTIONS	FY 2004 PROJECTIONS
AB	\$217	\$207	\$212
BCA	\$230	\$238	\$244
BPA	\$147	\$146	\$150
CI	\$706	\$695	\$733
CN	\$953	\$867	\$882
EA	\$37	\$171	\$175
ED	\$730	\$641	\$661
EE	\$6,409	\$6,583	\$6,747
EH	\$4,579	\$4,700	\$4,786
EIA	\$7,147	\$7,181	\$7,373
EM	\$7,264	\$7,031	\$7,045
FE	\$3,483	\$3,370	\$3,524
GC	\$2,642	\$2,632	\$2,716
HG	\$976	\$976	\$997
IG	\$1,710	\$1,739	\$1,784
IM	\$4,533	\$3,845	\$4,430
IN	\$1,548	\$1,793	\$1,883
ME	\$14,562	\$14,489	\$15,342
NA	\$11,290	\$14,788	\$15,561
NE	\$1,487	\$1,533	\$1,800
NR	\$291	\$131	\$131
OA	\$473	\$481	\$567
PA	\$832	\$823	\$841
PI	\$1,668	\$1,656	\$1,707
RW	\$1,284	\$1,278	\$1,314
S	\$804	\$815	\$847
SC	\$4,121	\$4,100	\$4,620
SO	\$6,039	\$5,108	\$5,691
WAPA	\$1,163	\$1,175	\$1,180
WT	\$340	\$345	\$356
FO	\$27	\$27	\$27
TOTAL	\$ 87,693	\$ 89,565	\$ 94,326

ACTUAL CUSTOMER COSTS FY 2002
(\$ IN THOUSANDS)

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL	CHRIS	OLC	TOTAL
AB	3	18	7	37	130	9	4	7	0	1	1	0	217
BCA	1	0	0	3	217	4	2	1	0	1	1	0	230
BPA	4	14	0	12	95	13	0	1	0	0	0	8	147
CI	20	38	18	11	508	45	17	30	0	11	7	0	706
CN	37	31	33	27	707	81	5	18	2	7	5	0	953
EA	0	0	0	0	37	0	0	0	0	0	0	0	37
ED	20	58	23	53	453	46	8	33	16	10	7	2	730
EE	338	151	170	348	3,665	480	112	814	74	144	101	13	6,409
EH	207	54	92	52	3,383	305	52	276	25	73	51	9	4,579
EIA	232	221	118	604	5,074	522	1	18	169	101	70	17	7,147
EM	238	52	205	181	4,178	579	85	649	103	553	387	52	7,264
FE	138	46	56	156	1,738	255	112	421	126	252	176	8	3,483
GC	70	40	35	103	2,030	166	24	91	3	40	28	12	2,642
HG	12	18	6	91	788	23	4	14	0	10	7	3	976
IG	40	47	23	64	1,182	103	24	96	2	67	47	15	1,710
IM	112	54	51	49	3,545	272	140	244	13	27	19	8	4,533
IN	27	73	18	5	1,317	69	10	3	6	10	7	3	1,548
ME	519	483	437	579	9,878	1,054	215	960	91	184	129	34	14,562
NA	459	177	285	173	6,778	975	116	1,137	82	636	445	27	11,290
NE	50	42	26	24	1,020	157	20	88	9	27	19	4	1,487
NR	0	5	0	4	149	43	0	1	0	51	36	2	291
OA	39	22	9	3	269	61	6	44	0	10	7	3	473
PA	24	47	142	150	376	40	18	23	0	7	5	0	832
PI	71	57	36	29	1,135	157	27	88	18	27	19	5	1,668
RW	30	20	16	49	863	128	24	65	16	42	29	2	1,284
S	25	18	13	57	542	90	11	33	0	8	5	0	804
SC	231	81	86	199	1,958	376	60	545	0	333	233	20	4,121
SO	343	132	115	80	4,285	690	65	203	5	63	44	14	6,039
WAPA (PML)	1	14	0	37	101	13	0	287	0	400	280	31	1,163
WT	6	19	7	6	255	18	5	15	1	5	3	1	340
FO	0	0	0	0	0	0	0	0	0	0	0	27	27
TOTAL	3,298	2,034	2,026	3,186	56,654	6,776	1,167	6,204	761	3,100	2,170	318	87,696

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PROJECTED CUSTOMER COSTS FY 2003
(\$ IN THOUSANDS)

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL	CHRIS	ONLINE LEARNING CENTER	TOTAL ALL ACTIVITIES	ORG CODE
AB	3	17	7	37	120	9	4	7	0	1	1	0	207	AB
BCA	1	0	0	3	226	4	2	1	0	1	1	0	238	BCA
BPA	4	13	0	12	95	13	0	1	0	0	0	8	146	BPA
CI	20	42	18	11	493	45	17	30	0	11	8	0	695	CI
CN	37	38	33	27	612	81	5	18	1	9	6	0	867	CN
EA	0	13	0	0	152	0	0	0	0	3	2	0	171	EA
ED	20	50	23	53	373	46	8	33	16	10	7	2	641	ED
EE	338	322	170	348	3,643	480	112	814	100	143	100	13	6,583	EE
EH	207	46	92	52	3,506	305	52	276	45	65	46	9	4,700	EH
EIA	232	310	118	604	5,126	522	1	18	63	100	70	17	7,181	EIA
EM	238	60	205	181	4,049	579	85	649	48	521	364	52	7,031	EM
FE	138	46	56	156	1,691	255	112	421	58	253	177	8	3,370	FE
GC	70	42	35	103	2,022	166	24	91	1	39	27	12	2,632	GC
HG	12	17	6	91	790	23	4	14	0	10	7	3	976	HG
IG	40	82	23	64	1,168	103	24	96	3	71	49	15	1,739	IG
IM	112	46	51	49	2,878	272	140	244	0	26	19	8	3,845	IM
IN	27	55	18	5	1,551	69	10	3	28	14	10	3	1,793	IN
ME	519	647	437	579	9,591	1,054	215	960	150	179	125	34	14,489	ME
NA	459	226	285	173	10,152	964	116	1,137	126	660	462	27	14,788	NA
NE	50	42	26	24	1,039	157	20	88	35	28	20	4	1,533	NE
NR	0	0	0	4	0	43	0	1	0	48	34	2	131	NR
OA	39	20	9	3	268	61	6	44	0	16	11	3	481	OA
PA	24	53	142	150	362	40	18	23	0	7	5	0	823	PA
PI	71	59	36	29	1,103	157	27	88	36	27	19	5	1,656	PI
RW	30	20	16	49	858	128	24	65	12	43	30	2	1,278	RW
S	25	28	13	57	544	90	11	33	0	8	5	0	815	S
SC	231	81	86	199	1,930	376	60	545	13	329	230	20	4,100	SC
SO	343	195	115	80	3,277	691	65	203	13	66	46	14	5,108	SO
WAPA (PML)	1	13	0	37	101	13	0	287	0	407	285	31	1,175	WAPA
WT	6	19	7	6	255	18	5	15	6	5	3	1	345	WT
FO												27	27	FO
TOTAL	\$ 3,298	\$ 2,601	\$ 2,026	\$ 3,186	\$ 57,975	\$ 6,766	\$ 1,167	\$ 6,204	\$ 754	\$ 3,100	\$2,171	\$ 318	\$ 89,565	TOTAL

PROJECTED CUSTOMER COSTS FY 2004
(\$ IN THOUSANDS)

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL	CHRIS	ONLINE LEARNING	TOTAL ALL ACTIVITIES	
AB	3	18	7	37	124	9	4	8	0	1	1	0	212	AB
BCA	1	0	0	3	231	4	2	1	0	1	1	0	244	BCA
BPA	4	14	0	12	98	13	0	1	0	0	0	8	150	BPA
CI	20	44	18	11	526	46	17	31	0	11	8	0	733	CI
CN	37	40	33	27	623	83	5	18	1	9	6	0	882	CN
EA	0	14	0	0	155	0	0	0	0	3	2	0	175	EA
ED	20	54	23	53	387	47	8	34	16	10	7	2	661	ED
EE	338	331	170	348	3,778	491	112	821	100	143	100	13	6,747	EE
EH	207	49	92	52	3,574	313	52	284	45	65	46	9	4,786	EH
EIA	232	323	118	604	5,294	533	1	18	63	100	70	17	7,373	EIA
EM	238	63	205	181	4,036	593	85	659	48	521	364	52	7,045	EM
FE	138	48	56	156	1,832	261	112	426	58	253	177	8	3,524	FE
GC	70	45	35	103	2,096	170	24	94	1	39	27	12	2,716	GC
HG	12	18	6	91	808	24	4	14	0	10	7	3	997	HG
IG	40	48	23	64	1,242	106	24	98	3	71	49	15	1,784	IG
IM	112	59	51	49	3,436	279	140	250	0	26	19	8	4,430	IM
IN	27	83	18	5	1,611	70	10	3	28	14	10	3	1,883	IN
ME	519	685	437	579	10,361	1,082	215	977	150	179	125	34	15,342	ME
NA	459	232	285	173	10,878	986	116	1,156	126	660	462	27	15,561	NA
NE	50	45	26	24	1,296	161	20	90	35	28	20	4	1,800	NE
NR	0	0	0	4	0	43	0	1	0	48	34	2	131	NR
OA	39	21	9	3	351	63	6	45	0	16	11	3	567	OA
PA	24	56	142	150	375	41	18	23	0	7	5	0	841	PA
PI	71	63	36	29	1,144	160	27	90	36	27	19	5	1,707	PI
RW	30	21	16	49	889	130	24	67	12	43	30	2	1,314	RW
S	25	30	13	57	572	93	11	34	0	8	5	0	847	S
SC	231	84	86	199	2,428	386	60	555	13	329	230	20	4,620	SC
SO	343	208	115	80	3,826	707	65	208	13	66	46	14	5,691	SO
WAPA (PML)	1	14	0	37	105	13	0	287	0	407	285	31	1,180	WAPA
WT	6	21	7	6	264	19	5	15	6	5	3	1	356	WT
FO												27	27	FO
TOTAL	\$ 3,298	\$ 2,732	\$ 2,026	\$ 3,186	\$ 62,340	\$ 6,926	\$ 1,167	\$ 6,308	\$ 754	\$ 3,100	\$ 2,171	\$ 318	\$ 94,326	

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